



Regina C. Watkins-Eldridge, Deputy City Clerk
City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

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July 21, 2003

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

The Alcoholic Beverage Control Board meets the first Wednesday of each month at 3:00 p.m. in the Council Chamber, City Hall, 160 Duke of Gloucester Street, Annapolis.

FILING FEE: \$200.00 payable to the City of Annapolis

APPLICATION DUE: *see schedule*

SPECIAL EXCEPTION APPROVAL: Restaurants seeking an alcoholic beverage license are required to obtain special exception approval or a certificate of use prior to submission of their application to the Alcoholic Beverage Control Board. Contact the Planning and Zoning Department at 410-263-7961. Please submit a copy with your application.

GENERAL INFORMATION:

1. No more than one alcoholic beverage license may be issued to any person in the City of Annapolis.
2. Any new license issued shall be placed in use within six (6) months of the date of the granting of the license. If not used within the six (6) month period, the license shall be null and void.
3. The Board shall not approve an application for the transfer of a license until all of those financial obligations of the transferor business have been paid or satisfied. An affidavit to that effect must be submitted with your transfer (City Code 7.12.180C).
4. Pursuant to Annotated Code of Maryland, Article 2B, Section 13-101, a holder of an alcoholic beverage license, or an employee designated by the licensee, must successfully complete training in an approved alcohol awareness program. This requirement must be fulfilled prior to the issuance of the alcoholic beverage license. Information regarding classes is attached.
5. All licenses expire on April 30th of each year. The fee for licenses issued after May 1 shall be prorated on a quarterly basis.
6. **Please include a cover letter** which includes the information requested by Planning and Zoning - see memo attached at the end of this packet.

Licensees are required to be present. If you desire, you may be represented by counsel at this hearing. Please contact this office if you have any questions or need assistance.

INDIVIDUALS/PARTNERSHIPS

Instruction Sheet

At least one person named in the application shall:

1. be a registered voter in the City of Annapolis for two years preceding the filing of the application and continue to be registered during the term of the license;
2. be a resident of the City of Annapolis for at least two years preceding the filing the application and continue to be so resident during the term of the license.

Documents Required:

1. Complete original application **plus ten copies**;
2. Financial Information Forms;
3. **Ten copies** of architect's plans (folded 8 ½ x 11) of the premises and enclosed premises to be licensed. Detail is to include, but is not necessarily limited to:
 - a. Food and beverage preparation areas;
 - b. Location of restrooms and detail thereof;
 - c. Types of material used on floors, ceilings, and walls;
 - d. Locations of storage areas and, if pertinent, sales areas;
 - e. Location of signs required by the Rules and Regulations, the Fire Department, and other governmental agencies.

Transfer applicants may submit an affidavit stating that the plans currently on file with the Board fully and correctly conform with these requirements. If such plans do not so conform, the transfer applicant must provide new or amended plans.

4. Certificate of completion of an Alcohol Training Awareness Program;
5. Certification of Title 6 Bulk Transfer Compliance (required prior to issuance of license);
6. Transfer Authorization.

CORPORATIONS

Instruction Sheet

The license shall be applied for by and issued to three of the officers, at least one of whom shall:

1. be a registered voter in the City of Annapolis for two years preceding the filing of the application and continue to be registered during the term of the license;
2. be a resident of the City of Annapolis for at least two years preceding the filing the application and continue to be so resident during the term of the license.

Documents Required:

1. Complete original application **plus ten copies**;
2. Financial Information Forms;
3. **Ten copies** of architect's plans (folded 8 ½ x 11) of the premises and enclosed premises to be licensed. Detail is to include, but is not necessarily limited to:
 - a. Food and beverage preparation areas;
 - b. Location of restrooms and detail thereof;
 - c. Types of material used on floors, ceilings, and walls;
 - d. Locations of storage areas and, if pertinent, sales areas;
 - e. Location of signs required by the Rules and Regulations, the Fire Department, and other governmental agencies.

Transfer applicants may submit an affidavit stating that the plans currently on file with the Board fully and correctly conform with these requirements. If such plans do not so conform, the transfer applicant must provide new or amended plans.

4. Copy of Articles of Incorporation;
5. LLC operating agreement;
6. Names and addresses of all officers of the corporation;
7. Certificate of completion of an Alcohol Training Awareness Program;
8. Certification of Title 6 Bulk Transfer Compliance (required prior to issuance of license);
9. Transfer Authorization.
10. A copy of Maryland Sales & Use Tax License.

CLUBS
Instruction Sheet

Alcoholic beverage licenses may be issued only to clubs when the following conditions are met:

1. The club has been in operation within the City for a period of one year.
2. The club has a sufficient number of members to support its operation with such a license and without the patronage of guests and other non-members.
3. The club was not formed for the purpose of obtaining an alcoholic beverage license.
4. Guests or non-members will not be admitted unless sponsored by a member who is present during the guest's presence.

The license shall be applied for by and issued to three of the officers, at least one of whom shall:

1. be a registered voter in the City of Annapolis for two years preceding the filing of the application and continue to be registered during the term of the license;
2. be a resident of the City of Annapolis for at least two years preceding the filing the application and continue to be so resident during the term of the license.

Documents Required:

1. Complete original application **plus ten copies**;
2. Ten copies of architect's plans (folded 8 ½ x 11) of the premises and enclosed premises to be licensed. Detail is to include, but is not necessarily limited to:
 - a. Food and beverage preparation areas;
 - b. Location of restrooms and detail thereof;
 - c. Types of material used on floors, ceilings, and walls;
 - d. Locations of storage areas and, if pertinent, sales areas;
 - e. Location of signs required by the Rules and Regulations, the Fire Department, and other governmental agencies.

Transfer applicants may submit an affidavit stating that the plans currently on file with the Board fully and correctly conform with these requirements. If such plans do not so conform, the transfer applicant must provide new or amended plans.

3. Copy of By-Laws;
4. Names and addresses of all officers of the club;
5. Certificate of completion of an Alcohol Training Awareness Program;
6. Affidavit of Non-Discrimination.

TRANSFER AUTHORIZATION

ALCOHOLIC BEVERAGE CONTROL BOARD FOR THE CITY OF ANNAPOLIS

I, or We _____ holder or holders, of a
retail alcoholic beverages license No. _____ issued by the Alcoholic Beverage
Control Board in accordance with the Alcoholic Beverages Laws of the State of Maryland for
premises known as _____,
Annapolis, Maryland, do hereby request, consent to and authorize the Alcoholic Beverage Control
Board for the City of Annapolis to transfer said license and permits and all privileges thereunder to

IN WITNESS WHEREOF this instrument is signed this _____ day
of _____, 200__.

Witness _____ (Seller)

Address _____

Witness _____ (Seller)

Address _____

Witness _____ (Seller)

Address _____

SETTLEMENT WAS MADE ON:

(PURCHASER)
(Only one purchaser need sign)

CERTIFICATION OF TITLE 6 BULK TRANSFER COMPLIANCE

AFFIDAVIT OF TRANSFEROR
(Pursuant to Annotated Code of Maryland
Article 2B, Section 10-503 (4))

I, _____ (seller/transferor), do hereby swear and affirm that I have complied in all respects with the Maryland Annotated Code, Commercial Law Article, Title 6 (Bulk Transfer Act) insofar as it relates to the sale of my business, _____, (legal or corporate name), which does business as _____ (trade name), and which business I am selling to _____ (buyer/transferee).

Seller/Transferor

STATE OF MARYLAND, ANNE ARUNDEL COUNTY, to wit:

I HEREBY CERTIFY, that on this _____ day of _____, 200____, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared the Seller/Transferor named above, and made oath in due form of law that the matters and facts stated above are true to the best of his/her knowledge, information and belief.

WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires:

**CITY OF ANNAPOLIS
ALCOHOLIC BEVERAGE CONTROL BOARD**

FINANCIAL INFORMATION FORM

Applicant's Name _____

Address _____ How Long? _____

Date of Birth _____ Marital Status _____ Dependents _____

Most Recent Employer _____

Address _____

Position or Title _____ Gross Annual Income _____

How Long Employed _____ Type of Business _____

List any and all business interests:

I am or will be the () owner () partner () stockholder in the licensed business. If a stockholder, how many shares? _____

My personal contribution will be \$ _____. Of this amount, \$ _____ will be in cash and will be or has been derived from the following sources:

**NOTICE: FALSIFICATION OF THE INFORMATION ON THIS FORM MAY CONSTITUTE
GROUNDS FOR DENIAL OR REVOCATION OF THE LICENSE.**

I HEREBY CERTIFY on this _____ day of _____, 200__, under the penalties of perjury, that the matters and facts set forth above are true and correct to the best of my information and belief.

Witness

Applicant

**CITY OF ANNAPOLIS
ALCOHOLIC BEVERAGE CONTROL BOARD**

FINANCIAL INFORMATION FORM

Applicant's Name _____

Address _____ How Long? _____

Date of Birth _____ Marital Status _____ Dependents _____

Most Recent Employer _____

Address _____

Position or Title _____ Gross Annual Income _____

How Long Employed _____ Type of Business _____

List any and all business interests:

I am or will be the ()owner ()partner ()stockholder in the licensed business. If a stockholder, how many shares? _____

My personal contribution will be \$_____. Of this amount, \$_____ will be in cash and will be or has been derived from the following sources:

**NOTICE: FALSIFICATION OF THE INFORMATION ON THIS FORM MAY CONSTITUTE
GROUNDS FOR DENIAL OR REVOCATION OF THE LICENSE.**

I HEREBY CERTIFY on this _____ day of _____, 200__, under the penalties of perjury, that the matters and facts set forth above are true and correct to the best of my information and belief.

Witness

Applicant

**CITY OF ANNAPOLIS
ALCOHOLIC BEVERAGE CONTROL BOARD**

FINANCIAL INFORMATION FORM

Applicant's Name _____

Address _____ How Long? _____

Date of Birth _____ Marital Status _____ Dependents _____

Most Recent Employer _____

Address _____

Position or Title _____ Gross Annual Income _____

How Long Employed _____ Type of Business _____

List any and all business interests:

I am or will be the ()owner ()partner ()stockholder in the licensed business. If a stockholder, how many shares? _____

My personal contribution will be \$_____. Of this amount, \$_____ will be in cash and will be or has been derived from the following sources:

**NOTICE: FALSIFICATION OF THE INFORMATION ON THIS FORM MAY CONSTITUTE
GROUNDS FOR DENIAL OR REVOCATION OF THE LICENSE.**

I HEREBY CERTIFY on this _____ day of _____, 200__, under the penalties of perjury, that the matters and facts set forth above are true and correct to the best of my information and belief.

Witness

Applicant

APPENDIX A
TYPES AND CLASSES OF LICENSES; FEES

(O-58-94)
(Effective July 1, 1994)

A, off sale, package goods:

- 1 Six a.m. to twelve midnight, Monday through Saturday
 - Beer \$ 360
 - Beer and light wine 900
 - Beer, wine and liquor 1630
- 2 Six a.m. to midnight, seven days per week (special Sunday License)
 - Beer \$ 440
 - Beer and light wine 1150
 - Beer, wine and liquor 2060
- .b Plus beer and wine tasting
 - Beer \$ 240
 - Beer and light wine 240

B, restaurant

- 1 Only with meals, six a.m. to midnight, Monday through Saturday
 - Beer \$ 250
 - Beer and light wine 590
 - Beer, wine and liquor 940
- 2 Only with meals, six a.m. to midnight, seven days per week (special Sunday license)
 - Beer \$ 380
 - Beer and light wine 730
 - Beer, wine and liquor 1110
- 3 On sale, six a.m. to midnight, Monday through Saturday
 - Beer \$ 340
 - Beer and light wine 940
 - Beer, wine and liquor 1460

- 4 On sale, six a.m. to midnight seven days per week (special Sunday license)
- | | |
|-----------------------------|--------|
| Beer | \$ 590 |
| Beer and light wine | 1200 |
| Beer, wine and liquor | 1890 |
- .x In addition, sales as authorized from midnight to two a.m.
- | | |
|-----------------------------|--------|
| Beer | \$ 200 |
| Beer and light wine | 510 |
| Beer, wine and liquor | 680 |
- .a In addition, off-sale Monday through Saturday during hours
- | | |
|-----------------------------|--------|
| Beer | \$ 100 |
| Beer and light wine | 200 |
| Beer, wine and liquor | 450 |
- .b In addition, off-sale Sunday during authorized hours (special Sunday license)
- | | |
|-----------------------------|-------|
| Beer | \$ 50 |
| Beer and light wine | 80 |
| Beer, wine and liquor | 200 |

C, clubs:

on sale, six a.m. to two a.m., seven days per week

Beer	\$ 560
Beer and light wine	940
Beer, wine and liquor	1320

D, taverns:

- 1 On sale, six a.m. to midnight, seven days per week (special Sunday license)
- | | |
|-----------------------------|--------|
| Beer | \$ 560 |
| Beer and light wine | 1030 |
| Beer, wine and liquor | 1540 |
- .a In addition, off-sale, Monday through Saturday during authorized hours
- | | |
|-----------------------------|--------|
| Beer | \$ 280 |
| Beer and light wine | 340 |
| Beer, wine and liquor | 530 |
- .b In addition, off-sale Sunday during authorized hours (special Sunday license)
- | | |
|-----------------------------|-------|
| Beer | \$ 80 |
| Beer and light wine | 120 |
| Beer, wine and liquor | 210 |

E, hotels:

-1	On sale, six a.m. to midnight, seven days per week (special Sunday license)	
	Beer	\$ 510
	Beer and light wine	1200
	Beer, wine and liquor	1720
.x	In addition, sales as authorized from midnight to two a.m.	
	Beer	\$ 300
	Beer and light wine	510
	Beer, wine and liquor	920
.a	In addition, off-sale Monday through Saturday during authorized hours	
	Beer	\$ 200
	Beer and light wine	300
	Beer, wine and liquor	410
.b	In addition, off-sale Sunday during authorized hours (special Sunday license)	
	Beer	\$ 80
	Beer and light wine	100
	Beer, wine and liquor	140

F, yacht clubs

All hours, on sale, seven days per week (special Sunday license)		
Beer	\$	1130
Beer and light wine		2270
Beer, wine and liquor		3400

AWF, wine festivals

Participant	\$	50
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ICA, Institutions for the Care of the Aged

On sale, seven days per week, during authorized hours		
Beer, wine and liquor	\$	1320

CITY OF ANNAPOLIS

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Class of License Desired (select from Appendix A attached): _____

Check Appropriate Boxes: ~ Beer ~ Beer and Light Wine ~ Beer , Wine and Liquor
~ Beer and Wine Tasting ~ Sidewalk Cafe

Check One: ~ Individual ~ Partnership ~ Corporation ~ Club
Type of License: ~ New ~ Transfer ~ Upgrade ~ Expansion ~ Institution for the Care of the Aged

To the Alcoholic Beverage Control Board:

Application is made by the undersigned under the provisions of Article 2B of the Annotated Code of Maryland, as amended, titled "Alcoholic Beverages" and Chapter 7.12 of the Annapolis City Code, for the above license, and the applicants submit and certify to the following information required by the Article:

(A) Name _____
Date of Birth _____
Place of Birth _____
Naturalized at _____ Year _____
Age _____ Sex _____

Residence _____
_____ Zip Code _____
Period of Residence at above address _____
Daytime Telephone Number _____
Driver's License: State ____ Number _____

(B) Name _____
Date of Birth _____
Place of Birth _____
Naturalized at _____ Year _____
Age _____ Sex _____

Residence _____
_____ Zip Code _____
Period of Residence at above address _____
Daytime Telephone Number _____
Driver's License: State ____ Number _____

(C) Name _____
Date of Birth _____
Place of Birth _____
Naturalized at _____ Year _____
Age _____ Sex _____

Residence _____
_____ Zip Code _____
Period of Residence at above address _____
Daytime Telephone Number _____
Driver's License: State ____ Number _____

1. The applicant(s) (is/are) citizens of the United States. ~ True ~ False
2. Have you been a resident of the City of Annapolis and a City of Annapolis voter for more than two years prior to filing this application?

(A) _____ (B) _____ (C) _____

3. The corporate name of the applicant is _____
trading as _____
and the location and address where license is desired is _____
Workmen's Compensation Binder or Policy Number _____
4. Describe premises: Lot size _____ Size and type of construction and building or area applied for _____

5. The name of the owner of premises described above _____
6. The applicant(s) (has/have) never been convicted of a felony. ~ True ~ False
7. The applicant(s) (has/have) never been adjudged guilty of violating the laws governing the sale of alcoholic beverages or for the prevention of gambling in the State of Maryland. ~ True ~ False If false, give names, dates and offenses: _____

8. The applicant(s) (has/have) a pecuniary interest in the business to be conducted under said license. ~ True ~ False
9. The applicant(s) (has/have) not had a license for the sale of alcoholic beverages revoked. ~ True ~ False
10. The applicant(s) (is/are) not pecuniarily interested in any other place of business in the City of Annapolis or Anne Arundel County where, or for which, a license has been applied for, granted or issued under Article 2B, except as otherwise permitted by Article 2B.
~ True ~ False
11. The applicant(s) (has/have) never been adjudged guilty of any offense against the laws of the State or United States. ~ True ~ False
12. (Has/Have) the applicant(s) ever held a license for the sale of alcoholic beverages. ~ Yes ~ No. If yes, in what state, and at what location. _____
13. No person except the applicant(s) is in any way pecuniarily interested in the license applied for or in the business to be conducted thereunder during the continuance of the license, if issued. ~ True ~ False
 - (a) What financial interest (list %) does each of the applicants have in the business? _____
 - (b) If any persons other than the applicants are pecuniarily interested in the business, please provide names, title in corporation, percentage of interest, shares of stock, and a statement if they hold an interest in any other alcoholic beverage license.

14. No manufacturer, brewer, distiller, or wholesaler, directly or indirectly, has any financial interest in the premises or business of the applicant(s) and the applicant(s) will not convey or grant to any manufacturer, brewer, distiller or wholesaler any such interest, except as otherwise permitted by Article 2B; and the applicant(s) (has/have) at the time of making the application no indebtedness or other financial obligation and will not incur any such indebtedness or other financial obligation, directly or indirectly, to any manufacturer, brewer, distiller or wholesaler other than for the purchase of alcoholic beverages.
~ True ~ False
15. The applicant(s) will, if granted a license, conform to all laws and regulations relating to the business in which the applicant(s) propose(s) to engage. ~ True ~ False
16. The applicant(s) submit(s) herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the State Comptroller, his duly authorized deputies, inspectors, and clerks, the Annapolis City Council, its clerks, duly authorized agents and employees, and any peace officer of the City of Annapolis, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.
~ True ~ False
17. The license for which this application is made is to be for the period beginning _____ and ending April 30th next from the date hereof.
18. The applicant(s) tender herewith the sum of \$200.00, a non-refundable application fee, and the applicant(s) hereby agree(s) to be responsible for the expenses incurred in connection with the publication of the notice of the application in a newspaper published in the City of Annapolis and for the posting of a sign upon the premises. ~ True ~ False

EXTRACT FROM LAW: If any affidavit or oath required under the provisions of this Act shall contain any false statement, the offender shall be deemed guilty of perjury, and upon indictment and conviction thereof, shall be subject to the penalties provided by law for that crime.

Names and addresses of officers:

(name)	(title)	(residence)
(name)	(title)	(residence)
(name)	(title)	(residence)

*Note: If President or Vice-President is one of the *1. applicants, he must also sign as an applicant.

(signature of President or Vice-President)

1.

(signature of applicant)

(Corporate Seal)

2.

(signature of applicant)

3.

(signature of applicant)

STATE OF MARYLAND, COUNTY OF ANNE ARUNDEL, to wit:

I HEREBY CERTIFY that on this ____ day of _____, 200____, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared _____, the applicant(s) named in the foregoing application, and made oath in due form of law that the statements therein are true to the best of (his/their) knowledge and belief.

WITNESS my hand and notarial seal.

Notary Public

My Commission Expires:

STATE OF MARYLAND, COUNTY OF ANNE ARUNDEL, to wit:

I HEREBY CERTIFY that on this ____ day of _____, 200____, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared _____, the applicant(s) named in the foregoing application, and made oath in due form of law that the statements therein are true to the best of (his/their) knowledge and belief.

WITNESS my hand and notarial seal.

Notary Public

My Commission Expires: _____

STATE OF MARYLAND, COUNTY OF ANNE ARUNDEL, to wit:

I HEREBY CERTIFY that on this ____ day of _____, 200____, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared _____, the applicant(s) named in the foregoing application, and made oath in due form of law that the statements therein are true to the best of (his/their) knowledge and belief.

WITNESS my hand and notarial seal.

Notary Public

My Commission Expires: _____

**Statement of Owner of Premises Required in Connection
with Alcoholic Beverages Law of Maryland**

I hereby certify that I am the owner of property known as _____ named in the foregoing application made to the City of Annapolis Alcoholic Beverage Control Board under the Alcoholic Beverages Law of Maryland; that I assent to the granting of the license applied for, and that I hereby authorize the State Comptroller, his duly authorized deputies, inspectors, and clerks, the Annapolis City Council, its clerks, duly authorized agents and employees, and any peace officer of the City of Annapolis, to inspect and search without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted at any and all hours.

Witness my hand and seal this ____ day of _____, 200____.

_____(SEAL)

STATE OF MARYLAND, COUNTY OF ANNE ARUNDEL, to wit:

I HEREBY CERTIFY that on this ____ day of _____, 200____, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared _____, and made oath in due form of law that the statements therein are true to the best of (his/their) knowledge and belief.

WITNESS my hand and notarial seal.

Notary Public

My Commission Expires: _____

City of



Annapolis

PLANNING AND ZONING DEPARTMENT
263-7961

MUNICIPAL BUILDING
ANNAPOLIS, MARYLAND 21401

May 10, 2000

MEMORANDUM

TO: Alcoholic Beverage Control Board

FROM: Jon Arason, AICP
Planning Director

RE: Review of License Applications

In order to more efficiently review applications for alcoholic beverage licenses, please attach a cover sheet to each application sent to this department for review that provides the following information:

- is applicant the existing owner or a new owner?
- is applicant making any changes to the existing business?
- is there any change to the seating capacity?
- what are the hours of operation of the business?
- what type of alcoholic beverages are proposed to be served: beer only, beer and wine, or beer, wine and liquor?
- if the business is currently in operation, is what is proposed in any way different from what is currently done?
- is the type of alcoholic beverage license consistent with the actual operation of the business?
- If there is now an existing license for the business or there has been one in the last two years, please provide details as what that license allowed if it is in any way different from the current license application. This would include hours, type of alcoholic beverages to be sold, any changes to the floor plan or to the number of seats.

Thank you in advance for your cooperation.

HAWPDATA\UMR\abc\review.wpd



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